

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HEALTH PROFESSIONS

**BOARD OF LICENSED PROFESSIONAL COUNSELORS, MARRIAGE AND
FAMILY THERAPISTS AND SUBSTANCE ABUSE TREATMENT PROFESSIONALS**

**TITLE OF REGULATIONS: 18 VAC 115-30-10 et seq.
REGULATIONS GOVERNING THE CERTIFICATION OF SUBSTANCE ABUSE
COUNSELORS.**

Final Regulation

Adopted February 18, 2000

18 VAC 115-30-30. Fees required by the board.

A. The board has established the following fees applicable to the certification of substance abuse counselors:

Biennial <u>Annual</u> certification renewal	\$40 <u>\$55</u>
<u>Initial certification by examination</u>	<u>\$40</u>
<u>Initial certification by endorsement</u>	<u>\$40</u>
Duplicate certificate	\$15 <u>5</u>
Late renewal.....	\$10 <u>20</u>
<u>Reinstatement of a lapsed certificate.....</u>	<u>\$100</u>
Replacement of or additional wall certificate	\$15
Returned check.....	\$15 <u>25</u>
<u>Reinstatement following revocation or suspension.....</u>	<u>\$500</u>

B. ~~Application, registration of supervision and examination fees~~ Fees shall be paid directly to the board's contracting agents according to their requirements to the board or its contractor or both in appropriate amounts as specified in the application instructions. All fees are nonrefundable.

C. ~~All fees are nonrefundable.~~ Examination fees shall be determined and made payable as determined by the board.

18 VAC 115-30-40. Certification, general

A. A candidate for certification as a substance abuse counselor shall meet all the requirements of this chapter, including passing the examination prescribed in 18 VAC 115-30-90.

B. Every prospective applicant for examination for certification by the board shall:

1. Meet the educational and experience requirements prescribed in 18 VAC 115-30-50 and 18 VAC 115-30-60;

2. Submit to the board or its contracting agent within the time frame established by the board or that agent:

a. A completed application form;

b. Official transcript documenting attainment of a high school diploma or general education development (GED) certificate;

- c. Official transcripts or certificates verifying completion of the didactic training requirement set forth in subsection B of 18 VAC 115-30-50;
- d. Verification of supervisor's education and experience as required under 18 VAC 115-30-60;
- e. Verification of supervision forms documenting fulfillment of the experience requirements of 18 VAC 115-30-60;
- f. Documentation of any other professional license or certificate ever held in another jurisdiction; and
- g. ~~Any applicable fees~~ The application processing and initial licensure fee.

18 VAC 115-30-110. ~~Biennial~~ Annual renewal of certificate.

- A. Every certificate issued by the board shall expire on June 30 of each ~~odd-numbered~~ year.
- B. Along with the renewal application, the certified substance abuse counselor shall submit the renewal fee prescribed in 18 VAC 115-30-30.

Certified Substance Abuse Counselors

C. Certified individuals shall notify the board of change of address within 60 days. Failure to receive a renewal notice and application forms shall not excuse the certified substance abuse counselor from the renewal requirement.

18 VAC 115-30-120. Reinstatement.¹

A. A person whose certificate has expired may renew it within ~~four years~~ one year after its expiration date by paying the ~~penalty-~~ late renewal fee prescribed in 18 VAC 115-30-30 and the certification fee prescribed for ~~each biennium~~ the year the certificate was not renewed.

B. A person who fails to renew a certificate ~~for four years~~ after one year or more shall ~~[reapply according to the requirements set forth in 18 VAC 115-30-40 or 18 VAC 115-30-45 apply for reinstatement, pay the reinstatement fee for a lapsed license and submit evidence regarding the continued ability to perform the functions within the scope of practice of the license.]~~

18 VAC 115-30-160. Reinstatement following disciplinary action.²

¹ New language became effective on January 19, 2000 under a separate review. Edits reflect the new language.

² New language became effective on January 19, 2000 under a separate review. Edits reflect the new language

A. Any person whose certificate has been revoked, suspended or denied renewal by the board under the provisions of 18 VAC 115-30-150 may, two years subsequent to such board action, submit a new application for reinstatement of certification.

B. The board in its discretion may, after a hearing, grant the reinstatement sought in subsection A of this section.

[C. The applicant for reinstatement, if approved, shall be certified upon payment of the appropriate fee applicable at the time of reinstatement]

I certify that this regulation is full, true and correctly dated

Evelyn B. Brown, Executive Director

Date